



Northborough Primary School

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Dear Parents and Carers,

Next term, we will be holding parents' evening appointments in **March** via Teams **OR** in person at school. You need to pick **one appointment only**, either via Teams or in person at school. Please do not book both. Appointment dates and timings are outlined in the table below

We hope by offering a combination of virtual and in person appointments, we capture the requirements of as many families as possible.

From experience we know appointments virtual meetings enable parents the flexibility of connecting in more than one location; it eliminates travelling time; it allows working parents to attend; parents can avoid arranging alternative childcare; separated families can attend the same meeting without distress.

CLASS	APPOINTMENTS VIA TEAMS	FACE TO FACE APPOINTMENTS IN SCHOOL
All classes – except Year 2	Wednesday 13 th 3.45 – 5.55	Tuesday 12 th 3.45 – 5.55
Year 2 only	Tuesday 19 th 3.45 – 5.55	Wednesday 20 th 3.45-5.55
SEND register children	Your child's class teacher will make an additional appointment with you later in the term to discuss your child's review.	

CLASS	Parent book looks
Years 3-6 (KS2)	Tuesday 5 th March 3.30-3.45pm
Foundation, Year 1 & 2 (KS1)	Wednesday 6 th March 3.30-3.45pm

Appointment booking will be online via the school website. For families new to the school and less familiar with this process, booking information can be found as follows:

<https://www.northboroughschool.co.uk/page/?title=Parents%27+Evening&pid=146>

We politely ask families from more than one household to liaise before booking an appointment time; please only book **one** appointment per child, **not one per parent**. If there are circumstances the school is aware of where an appointment cannot be attended together, teachers will offer both parents an appointment.

The website will go live on Monday 19th February at 10am.

Meetings will last no longer than 10 minutes – we ask parents respect the appointment time.

Teams links will be sent out closer to parents evening week.

If you are going to have difficulty accessing a device and using Teams or are unable to come in to school, we can offer a telephone meeting. Please be aware however of the difficulty of this service, as we only have one portable phone and one school telephone line.

The focus of the meeting will be to discuss:

- your child's wellbeing;
- reflections and progress;
- and the teacher's ongoing assessment of their progress to date.

If you have any queries, please do not hesitate to contact the school.

Kind Regards,



Mrs L Boucher
Headteacher



Mrs Jackson
Deputy Head/ SENDCO